

BASIC PLAN

INTRODUCTION

A. Mission

Coordinate and facilitate resources to minimize the impacts of disasters and emergencies on people, property, the environment and the economy of Chelan County. Through planning, coordination, education, training, and community awareness, we will prepare for; respond to; recover from; and mitigate the effects of a disaster for all who live, work or visit here.

B. Purpose

To establish responsibilities for agencies and organizations within Chelan County for preparation for, response to, recovery from, and to mitigate the effects of emergencies and disasters.

C. Scope

The Chelan County Comprehensive Emergency Management Plan is an all-hazard plan that is promulgated by the Chelan County Board of Commissioners and Mayors of the participating cities within the county and applies to all local, public and private entities and organizations participating and included in the plan. This plan is an all-hazards approach to emergency and disaster situations likely to occur in the county, as described in the Chelan County Hazard Identification and Vulnerability Analysis (HIVA), and provides the foundation for:

1. The establishment of an organization and responsibilities for efficient and effective use of government, private sector and volunteer resources.
2. An outline of local government responsibilities in emergency management activities as described under RCW 38.52 and other applicable laws.
3. An outline of other participants' responsibilities in emergency management activities as agreed upon by the participating agencies and organizations.

D. Organization

Chelan County Emergency Management Department functions under the direct supervision of the Chelan County Sheriff. The Sheriff is the Emergency Management Director, and he appoints an Assistant Director who manages the Emergency Management Office and EOC.

POLICIES

A. Authority

This plan was developed, promulgated, and is maintained pursuant to the following local, state, and federal agreements, statutes, and regulations.

1. An Inter-local Agreement between the County of Chelan, the Cities of Entiat, Cashmere, Leavenworth and Chelan. The City of Wenatchee has their own Emergency Management Director and CEMP.
 2. Revised Code of Washington (RCW) 36.40.140-190 and 38.52.
 3. Washington Administrative Code (WAC) 118.
 4. Revised Code of Washington (RCW) 38.52 and 39.34
 5. Revised Code of Washington (RCW) 52, Fire Protection Districts
 6. Public Law 93-288, The Disaster Relief Act of 1974, as amended.
 7. Public Law 96-342, Improved Civil Defense Act of 1980
 8. Title III, Superfund Amendments and Re-authorization Act of 1986
 9. The National Response Framework
 10. Washington State Comprehensive Emergency Management Plan, May 2002.
- B. Assignment of Responsibilities.
1. Legislative authority. County Commissioners and City Councils are responsible for:
 - a. Emergency Management: Ultimately responsible for the emergency management program and organization and to provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs. Chelan County has appointed the Sheriff to head the Emergency Management Office and he in turn has appointed an Assistant Director. Cities, except the City of Wenatchee, within Chelan County have contracted with Chelan County for Emergency Management Services.
 - b. Proclamation of Emergency: Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.
 - c. Local government resources: Ensure that all available local government resources are utilized to the maximum extent possible.
 - d. Emergency expenditures: Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.
 - e. Prioritizing emergency resources: Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.
 - f. Impressment of citizens: Command the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor.
 2. Local government responsibilities. In carrying out the provisions of the emergency management program, the legislative authority of the political

subdivisions of the state are responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (RCW 38.52.110).

- a. Chair of Board of County Commissioners / City Mayors: Shall act as the single point of contact, for the legislative body of their jurisdiction, for emergency policy decisions.
 - b. Emergency Management Director. Responsible for establishing and maintaining emergency response coordination, including planning, training, development of incident management facilities, dissemination and implementation of plans.
 - c. Incident command agencies. These agencies have established day-to-day responsibility for specific services within a specific jurisdiction (fire districts and departments, law enforcement agencies, public works departments, etc.). They are also responsible for providing trained incident commanders and staff when required, responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities at the incident.
 - d. Participating agencies and organizations. Responsible for providing necessary staff in time of emergency, participating in training and exercises, providing representatives to incident management as a point of contact during emergencies, and committing agency workers, equipment and resources to the cooperative effort.
3. Fire Protection Districts. Fire Protection Districts have the provision of fire prevention, fire suppression, emergency medical and the protection of life and property in areas outside of cities and towns where a fire protection district has been formed. Fire Protection Districts 1 through 10 are formed in Chelan County.

C. Limitations

1. This Plan is not intended to deal with every potential scenario that may occur during times of emergency, but rather identify the organization, the processes and the responsibilities of the respective participants who may be involved. The possibility of local resources becoming overwhelmed is a reality, the participating jurisdictions can only make a reasonable effort to respond based on the situation(s), information and the resources available at the time of the disaster.
2. No guarantee of a perfect system is implied by this plan. Emergency situations are difficult, if not impossible to predict. The local emergency management system must be flexible and be able to function under a variety of unanticipated, complex and unique circumstances.
3. The disaster response, relief and recovery activities of the Emergency Management Organization may be limited by:
 - a. Inability of the general citizenry to function on their own for more

- than three days without additional water, food, shelter and medical supplies.
- b. Lack of police, fire, emergency medical services and public works response due to damage to facilities, equipment and shortages of personnel.
 - c. The limited number of public safety responders in a jurisdiction.
 - d. The shortage of trained response personnel and equipment needed to handle a disaster.
 - e. The shortage of critical supplies.
 - f. Damage to essential services and facilities, such as roads, rail, utilities and communication networks.
 - g. Damage to emergency services communication networks.
 - h. The availability of outside assistance and resources.

SITUATION

- A. Emergency or Disaster Conditions and Hazards. Chelan County is subject to a full range of natural, man-made and technological hazards with the potential to pose a serious threat to public safety and health, property and the environment. This all hazard plan is intended to help meet the needs of the impacted areas, whatever the nature and scope of the incident. The following hazards have been identified as having occurred or have the realistic potential to occur in the county, however this list may not be all inclusive of the hazards that may occur.
 - ❖ Natural Disasters
 - ❖ Technological / Man-made Disasters:
 - ❖ Wildland fire
 - ❖ Hanford radiological incident
 - ❖ River flood
 - ❖ Umatilla Army Chemical Depot incident
 - ❖ Drought
 - ❖ Dam failure
 - ❖ Earthquake
 - ❖ Terrorism / Sabotage
 - ❖ Tornado
 - ❖ Hazardous materials incident
 - ❖ Winter storm
 - ❖ Utility outage
 - ❖ Ice storm
 - ❖ School incident
 - ❖ Flash flooding
 - ❖ Civil disturbance
 - ❖ Thunderstorm
 - ❖ Windstorm
 - ❖ Volcano ash fall
 - ❖ Urban conflagration
1. Specific hazards are detailed in the Chelan County Hazard

Identification and Vulnerability Analysis (HIVA), which is published as a separate document.

2. Due to the topography of Chelan County and the geographical separation of some of the populated areas, response concepts must account for the potential of isolation in some areas. Available resources may be limited for a period of time and operational decisions need to reflect the needs of each community and also maintain countywide coordination in order to ensure effective and efficient resource management.
3. Emergencies or disasters could occur in the county at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardships to businesses, families, and individuals and disruption of governmental entities.

B. Planning Assumptions

1. Local government officials recognize their responsibilities with regard to public safety and accept them in the implementation of this plan. Coordination exists between emergency response organizations on a daily basis. This interaction is based on the frequent and routine practice of day-to-day responses.
2. Demand on emergency response agencies becomes much greater in times of crisis, and the prioritization of response to an emergency becomes critical. In addition, the resource of many of the supporting public and private organizations, that normally do not interact except in a crisis, need to be mobilized on a cooperative basis.
3. Citizens, businesses, government agencies, and industries will utilize their own resources and should provide for themselves during the first three days of an emergency or disaster.
4. Nothing in this plan is intended to diminish the emergency preparedness responsibilities of each participating jurisdiction. Their first priority is to the needs of the citizens within its jurisdiction; and each jurisdiction maintains their right to attend to their own circumstances before committing resources to cooperative disaster response. Participation in the mutual aid agreements is entirely voluntary. Nothing in this plan is intended to diminish the emergency preparedness responsibilities of individual citizens. Circumstances during disasters may not allow immediate response to meet all the needs of the public. Every individual should be prepared and able to provide for themselves during the first three days of an emergency or disaster. A free market economy and existing distribution systems should be maintained as the primary means for continuing operations of the economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.
5. In situations not specifically addressed in this plan, responding agencies will have to improvise and carry out their responsibilities to the best of their

- abilities under the circumstances.
6. When a disaster occurs, or one is imminent, the chief elected official of the impacted jurisdiction will direct that the County Emergency Operations Center (EOC) be activated. In most cases this will be on the recommendation of the emergency management assistant director.
 7. In a major event the resources within the county will be overwhelmed and outside assistance will need to be requested. Such requests will be made through the County EOC to the State EOC.
 8. There are four phases in emergency management activities. While there may be some overlap, generally all activities will be considered to be part of one of the four phases. The phases are mitigation, preparedness, response, and recovery. These are all defined in Appendix 4 (Basic Plan), Definitions.

CONCEPT OF OPERATIONS

A. General

1. The responsibility for leadership and operations during emergency situations is vested in the executive heads of government.
2. The EMD Director is responsible to the executive heads of government for carrying out the program for emergency management for the county.
3. Emergency Management in Chelan County is conducted under the universally accepted four emergency management phases of mitigation, preparedness, response and recovery. Mitigation and preparedness are a constant and continuous process.
4. This Comprehensive Emergency Management Plan reflects the roles and responsibilities of agencies and jurisdictions within the county for emergency management operations.
5. Heads of departments, augmented by trained reserves and volunteers, perform emergency functions as stated in this plan.
6. Departments will retain their identity and autonomy during disaster operations. When agencies assist each other, personnel will remain under the supervision of their own agency. They will receive mission assignments from the using agency.
7. Departments not having an assigned emergency mission will carry out such duties as may be directed by the executive heads of government.
8. The county plan will make provisions for those actions necessary to minimize injuries and damage and expedite recovery from the effects of a disaster. Priority throughout the emergency period will be the preservation of life and protection of property.

B. Emergency Management Concepts

1. The initial response to or the imminent threat of an emergency will generally be conducted under the basic guidelines of the responding agencies' procedures and the Emergency Support Functions (ESF) contained in this plan. The Incident Commander should:

- a. Assume command of local resources.
 - b. Take action to protect lives, property and the environment.
 2. If the situation exceeds or threatens to exceed the initial response, the Incident Commander will activate additional response capabilities through established procedures, mutual aid or interlocal operational agreements.
 3. Chelan County EM will support the Incident Commander and activate the necessary functions of the Emergency Management Organization.
 - a. Activate and staff Emergency Operations Center as appropriate.
 - b. Establish liaison with other organizations and entities as necessary.
 - c. Implement appropriate elements and functions of the plan.
 4. In the event the magnitude and complexity of the incident overwhelm or exhaust local capabilities and resources, Chelan County EM will activate the EOC; alert and notify the appropriate staff and officials; and implement the Comprehensive Emergency Management Plan.
 - a. Obtain proclamation of emergency, if necessary, to activate emergency powers. Suspend normal non-essential activities, and divert local resources to augment disaster response and recovery.
 - b. Request support from Washington State Emergency Management. They will evaluate local resource commitment and coordinate additional resource response.
 - c. In the event that the capabilities of state government are exceeded, the Governor may request federal disaster assistance. A disaster declaration by the President will be necessary in order to release certain federal aid.
 - d. Identify and mobilize available local, state and federal resources to restore the community to its pre-disaster state to the fullest extent possible.
 5. Once the county's Emergency Operations Center (EOC) has been opened, all operations are to be coordinated with or reported to the EOC.
- C. Direction and Control
 1. Incident Command System. The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. The authority of the Incident Commander is limited to those powers specifically granted by statute, legislative authority or derived from the plan. Emergency response and supporting agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.
 2. Incident Command Agency. Designation of the incident command agency, and assumption of incident coordination, will follow statutory responsibilities when applicable. Designation of the Incident Commander is made by the legislative authority of the jurisdiction and is based on the following criteria:
 - a. Specific or implied authority or responsibility within the applicable

- jurisdiction, or as otherwise identified in this plan.
 - b. Assumption of responsibility by the official agency.
 - 3. Operational direction and control of emergency management response and recovery activities will be conducted on-site by an Incident Commander. Requests for assistance will be made through normal channels until an EOC has become operational, at which time requests for assistance and resources should be directed to the EOC.
 - 4. Procedures for direction and control are in Appendix 1 of this plan.
- D. Emergency Operations Facilities
- 1. The Chelan County Emergency Operations Center is located at 408 N. Western, Wenatchee. (Corner of Fifth and Western)
 - 2. If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. The primary alternate is Chelan County Fire District 3 (Leavenworth), Chelan County Fire District 7 (Chelan) or Wenatchee Police Department.
- E. Mitigation Activities
- 1. The Chelan County Emergency Management Department will prepare and maintain a Natural Hazard Mitigation Plan, coordinate with other agencies for management of specific mitigation projects, provide public information on mitigation and coordinate with Washington Emergency Management Division on mitigation issues.
 - 2. All agencies and jurisdictions will develop and implement a plan to reduce or alleviate the loss of life, property, economy, and the environment from natural and human caused hazards.
 - 3. Basic mitigation considerations include:
 - a. Removal or elimination of the hazard.
 - b. Reduce or limit the amount or size of the hazard
 - c. Segregate the hazard from that which is to be protected.
 - d. Establish hazard warning and communication procedures.
 - e. Conduct training and education, coordinate exercises, and plan maintenance.
- F. Preparedness Activities
- 1. Chelan County Emergency Management (EM) will develop and maintain the Comprehensive Emergency Management Plan and the Hazard Identification / Vulnerability Analysis (HIVA). EM will also establish and maintain a training and exercise program; emergency resource inventories; public education program; warning and emergency public information program; a functional Emergency Operations Center (EOC); an emergency/disaster communications capability; and assist in establishing mutual aid agreements and interlocal operating agreements.
 - 2. Local agencies and organizations should develop and implement procedures to carry out their responsibilities as outlined in the plan. Lines of authority should be identified and documents for the continuity of

government should be protected. Individuals with responsibilities during assessment and mitigation, preparedness, response, and recovery phases should be identified and aware of their emergency responsibilities.

G. Response Activities

1. Chelan County Emergency Management, upon notification of an actual emergency or disaster will evaluate the situation, alert the appropriate local response and support resources as established in local procedures; activate the EOC at the appropriate level; activate warning and emergency public information systems; coordinate and manage resource requests; coordinate the situation analysis and damage assessment; prepare an emergency declaration; and coordinate local actions with State Emergency Management and other State and Federal agencies as necessary.
2. Local agencies and organizations should:
 - a. Establish response strategies and actions to save lives, reduce injury, minimize property and resource damage, and protect the environment.
 - b. Follow established response procedures for:
 - (1) Processing emergency call information.
 - (2) Activation and implementation of their plans.
 - (3) Mobilization or demobilization of services.
 - (4) Establishing an Incident Command System and organization.
 - c. Maintain on-scene procedures for:
 - (1) Control of access to the area affected by the disaster.
 - (2) Identification of personnel engaged in incident activities.
 - (3) Accountability of personnel engaged in the incident.
 - d. Document all emergency response activities and actions.

H. Recovery Activities

1. The Chelan County Emergency Management Department will coordinate disaster recovery and restoration efforts to include collection, evaluation, compilation, and forwarding of reports and damage assistance requests, restoration of essential services, State, Federal and other disaster assistance programs, identify potential future mitigation measures, and conduct reviews and critiques of emergency plans and procedures.
2. Local agencies and organizations should address the following issues:
 - a. Organization and staffing for continuity of government.
 - b. Essential records recovery and restoration.
 - c. Restoration of utility and other essential services.
 - d. Record keeping and documentation of disaster related expenditures.
 - e. Debris and waste removal and disposal.
 - f. Inspection and evaluation of facilities.

- g. Internal review of plans, procedures and emergency related activities.

RESPONSIBILITIES

- A. Purpose
To identify agency and other participating organization responsibilities within the Chelan County Emergency Management Organization.
- B. Agency and Organization Responsibilities. General responsibilities for agencies and other participating organizations are listed below. Detailed and additional responsibilities for each support function are found in each ESF.
 - 1. Chelan County Board of County Commissioners.
 - a. Proclaim local proclamation of emergency as prescribed in Chapter 36.40.180 Revised Code of Washington.
 - b. Establish emergency policies for the county during an emergency or disaster.
 - c. Provide liaison to mayors, other county commissioners or to the Governor in emergency or disaster related matters.
 - d. Request state assistance from either the Governor or other appropriate state agencies.
 - e. Issue, amend, or rescind necessary orders, rules and regulations to carry out emergency management operations.
 - 2. City Mayors and Councils
 - a. Proclaim local proclamation of emergency as prescribed in Chapter 35.33.081 revised Code of Washington.
 - b. Establish emergency policies for their respective municipality during an emergency or disaster.
 - c. Provide liaison to other mayors, the Board of County Commissioners or to the Governor in emergency or disaster related matters.
 - d. Issue, amend, or rescind the necessary orders, rules and regulations to carry out emergency management operations.
 - 3. Chelan County Sheriff's Office Emergency Management
 - a. Maintain and coordinate the local emergency management organization, to include staffing for normal activities, and for emergencies and disasters.
 - b. Prepare, maintain, and promulgate the Comprehensive Emergency Management Plan and program. Advise and assist local agencies in the development of their emergency or disaster procedures and programs.
 - c. Establish an Emergency Operations Center (EOC), a place for officials to provide support to an Incident Commander or assume area command of an incident or incidents.
 - d. Prepare local proclamation of emergency for the Board of County Commissioners or Mayors.

- e. Provide for the registration of emergency workers.
 - f. Obtain a state mission number for emergencies and training events in accordance with RCW 38.52.180.
 - g. Coordinate emergency and disaster information and resource assistance requests with State Emergency Management.
 - h. Coordinate damage assessment efforts.
4. Fire Services (including fire protection districts)
- a. Incident Command.
 - b. Fire prevention and suppression.
 - c. Staff EOC.
 - d. Emergency medical response support.
 - e. Hazardous Materials response support.
 - f. Decontamination Trailer operation/support
 - g. Evacuation support.
 - h. Light search and rescue, assist with heavy rescue.
 - i. Damage assessment.
 - j. Warning support.
 - k. Emergency personnel and equipment resource.
 - l. Any other life-threatening emergency (floods, chemical releases, etc.)
5. Law Enforcement
- a. Incident Command.
 - b. Maintain law and order and enforce emergency rules and regulations.
 - c. Traffic and crowd control.
 - d. Staff EOC.
 - e. Evacuation.
 - f. Security.
 - g. Hazardous Materials response support.
 - h. Search and Rescue.
 - i. Coroner function support.
 - j. Damage assessment support.
 - k. Warning support.
6. Emergency Medical Services
- a. Provide emergency medical services.
 - b. Mass casualty response, triage management.
 - c. Staff EOC.
 - d. Medical resource coordination.
 - e. Casualty transportation.
7. RiverCom Communications
- a. RiverCom is designated as the primary communications center for Chelan County. It maintains 24-hour emergency alerting and communications capability for receiving, coordinating and disseminating emergency information.
 - b. Operate and maintain communications functions and assure interoperability with the EOC.

- c. Operate and maintain the County Emergency Services Communications System and coordinate the interface with other existing local communications systems.
 - d. 24 hour point of contact for warning information for Chelan County.
 - e. Establish and maintain liaison with Chelan County Emergency Management/EOC to assure compatible and coordinated emergency communications capabilities and operations..
 - f. Provide appropriate and timely information and situation status to the EOC.
 - g. Control their own communications systems during emergencies or disasters.
 - h. Develop and maintain SOPs to accomplish their tasks.
 - i. Ensure that all personnel within the agency are trained in emergency communications operations and procedures.
8. HAZMAT
- a. Chelan County Fire Agencies respond to HAZMAT incidents throughout Chelan County and function within their training. The Washington State Patrol is the Incident Command agency throughout the county for HAZMAT incidents.
 - b. Coordinate hazardous materials incidents and rescue operations.
 - c. Coordinate the mobilization and transportation of all HAZMAT resources.
 - d. Develops, tests and maintains SOPs for responding to hazardous materials incidents in coordination with this plan.
 - e. Acquire mutual aid resources, as necessary.
 - f. Trains personnel to identify potential hazardous materials incidents through the use of the North American Emergency Response Guidebook and other training offered through the Washington State Patrol, fire service training and EMS seminars.
 - g. Train all personnel to understand and use the Incident Command System.
 - h. Participate in the Unified Command System when more than one responder discipline agency responds to the HAZMAT incident.
 - i. Requests support and assistance from Chelan County EOC or emergency management staff
9. LINK Transit
- a. Transportation.
 - b. Staff EOC if needed.
10. Agriculturist/Extension Agent
- a. Coordinate resources and information for farm and livestock activities.
 - b. Staff EOC if needed.
11. American Red Cross
- a. Coordination of mass care functions with area's other human needs

- organizations.
 - b. Coordinate and provide emergency shelters and feeding according to established mass care / shelter plans.
 - c. Assist with residential damage assessment.
 - d. Staff EOC if needed.
12. Public Works Departments
- a. Incident Command.
 - b. Organize a Public Works Response Center to coordinate public works actions.
 - c. Engineering services.
 - d. Transportation coordination.
 - e. Staff EOC.
 - f. Damage assessment.
 - g. Emergency debris clearance from roadways and other infrastructures.
 - h. Restoration of essential services and facilities.
 - i. Traffic control support.
 - j. Fuel and maintenance for emergency vehicles.
 - k. Hazardous materials response support.
 - l. Flood control support.
 - m. Heavy rescue support.
 - n. Provide heavy equipment resources.
13. Public Information Officer (PIO)
- a. Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
 - b. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
 - c. Maintain a positive relationship with media representatives.
 - d. Develop the format for press conferences, in conjunction with the EOC Manager.
 - e. Coordinate media releases with Information Officers representing other affected emergency response agencies.
 - f. Ensure that Public Information is available for the public to access helpful information and advice. Provide the call takers with timely and accurate messaging sheets so that they offer only confirmed and approved information.
 - g. Serve as the coordination point for all media releases for the EOC.
 - h. Designate spokesperson(s) for the incident in consultation with the EOC Management Section.
 - i. Undertake initial media assessment and contact (i.e. determine who is still operational).
 - j. Oversee news conferences and Media Briefings.
 - k. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.

- I. Liaise with EOC Management, Operations, Planning, Logistics and Finance and Administration sections.
14. Public Health
 - a. Non-emergency medical and health care.
 - b. Provide medical surveillance.
 - c. Identification of health hazards, including hazardous materials incidents.
 - d. Food, water and sanitation systems inspection.
 - e. Immunization and disease control.
 - f. Staff EOC.
15. Human Services, usually handled by the American Red Cross
 - a. Mental trauma.
 - b. Coordinate volunteers.
16. Chelan County Coroner
 - a. Mortuary services.
 - b. Mass casualty support.
 - c. Staff EOC if needed.
17. Auditor
 - a. Support county emergency resource program.
 - b. Emergency fiscal procedures.
 - c. Staff EOC if needed.
18. Prosecuting Attorney
 - a. Legal affairs.
 - b. Provides emergency legal advice to county agencies.
 - c. Staff EOC if needed.
 - d. Reviews agreements, contracts, and other emergency or disaster related documents.
19. Treasurer
 - a. Emergency fiscal procedures support.
 - b. Staff EOC if needed.
20. Assessor
 - a. Damage assessment support.
 - b. Recovery assistance.
 - c. Staff EOC if needed.
21. Community Development
 - a. Participate as a member of the Preliminary Damage Assessment (PDA) Team to determine the extent of damages resulting from the disaster/emergency situation.
 - b. Participate as a member of the Damage Survey Report (DSR) Team to prepare DSRs.
 - c. Participation in collecting and updating the status of damage within Chelan County and to evaluate its impact on the County.
22. Technology Services
 - a. Information and communication services.
 - b. Staff EOC if needed.

23. Local Hospitals and Clinics
 - a. Establish and maintain liaison with the Chelan Douglas Health District, EMS Director, Coroner and other support agencies.
 - b. Establish and maintain liaison with Chelan County EM/EOC, to assure compatible and coordinated emergency communications capabilities.
 - c. Control their own communications systems during emergencies or disasters.
 - d. Develop and maintain SOPs to accomplish their tasks.
 - e. Where possible, make patient beds available to those individuals requiring hospital care.
 - f. Where possible, make home health care programs, nurses and medical staff available to victims of the emergency or disaster.
 - g. Where possible make specialized services such as X-ray, laboratory and pharmacy available to walk-in victims of an emergency or disaster.
24. Critical Incident Stress Management (CISM) Team
 - a. Provides on-scene psychological assessment of first responder personnel during major incidents and those of long duration.
 - b. Provides guidance in managing incident stress experienced by first responders and mitigates long-term psychological trauma.
25. County Veterinary Coordinator
 - a. Coordination of local resources in response to pet, farm and wild animal care needs before, during and after a significant emergency.
 - b. Assessment of animal needs.
 - c. Overall management of animal care services.
 - d. Coordinate the identification of local facilities and resources available for animal concerns.
 - e. Coordination of animal care volunteers.
26. Wenatchee Valley Humane Society
 - a. Coordination of local resources in response to pet, farm and wild animal care needs before, during and after a significant emergency.
 - b. Assessment of animal needs.
 - c. Coordinate the identification of local facilities and resources available for animal concerns.
 - d. Provide support personnel and expertise for inspections, control, decontamination, and animal depopulation actions as capable.
 - e. Coordinate with the Chelan County Veterinarian, Extension Agent and the American Red Cross in developing a plan to transport animals to animal care facilities when owners are evacuated to shelters.
 - f. Assist with animal movements and animal welfare issues at the local level.
 - g. Establish a foster/adoption procedure in the event that lost animals cannot be reclaimed by their owners in a reasonable period of time.

- Legal agreements must be written to protect the rights of the original animal owner(s). Ascertain that such procedures are in accordance with applicable city/county/state laws.
- h. Provide pertinent Humane Society impact information to the Chelan County EOC PIO.
27. Amateur Radio Operators
- a. Develop and maintain back-up EOC emergency communications capability.
 - b. Coordinate with local amateur radio operators, who will establish a secondary communications network to support communications needs between shelters, Red Cross operations and others, as appropriate according to Chelan County Emergency Management.
 - c. Provide radio operators in areas where other communications might not be available.
 - d. Periodically test and exercise the communications.
 - e. Maintain an inventory of existing radio frequencies and other communications resources available for local emergencies.
 - f. Maintain liaison with other agencies to insure upgraded communications capabilities are compatible with countywide communications systems.
28. Public Broadcasting / Emergency Alert System (EAS) / NOAA
- a. Broadcast of official emergency information from local EOC officials to the public via local commercial broadcast outlets, i.e. radio, television and newspaper.
 - b. Provide other related emergency information to the public.
29. Community Volunteers (volunteers may come from Chelan County Volunteer Services, Wenatchee VIPS, CERT Groups, etc.) – The designated volunteer coordinator will:
- a. Organize and direct volunteers during the time of the emergency/disaster.
 - b. The individual volunteer groups will provide or coordinate for continuing training for volunteers.
 - c. Staff EOC, if needed.
30. Energy Utility Providers
- a. Establish and maintain emergency procedures.
 - b. Coordinate emergency actions and activities with Chelan County EM/EOC and be prepared to provide a liaison to Chelan County EOC when requested.
 - c. Assist with development, coordination and support of energy and utility conservation policies and programs; and establishing priority systems for the curtailment or reduction of services, restoration of services, and provisions for emergency services.
 - d. Provide public utilities and engineering support for restoration of water and wastewater and disposal of garbage and debris.
 - e. Cooperate with voluntary requests for conservation and control measures.

- f. Work and coordinate with Chelan County EM/EOC and State EMD to establish necessary priorities and control measures, as required.
31. All departments, agencies, and participating organizations. All local government agencies and organizations have emergency management responsibilities. These responsibilities are included in the four phases of emergency management categories. Activities that may be undertaken include, but are not limited to:
- a. Prepare and maintain a safe work place. Conduct hazard surveys and eliminate or mitigate hazards. Review workplaces and take action to mitigate the effects of disasters.
 - b. Prepare a plan to provide essential government services during a disaster. Include establishing essential government services at another location should current facilities be unusable.
 - c. Identify key personnel to staff organization during emergency situations.
 - d. Develop and maintain a chain of command and authority to ensure continued operations in the event key personnel are not available.

APPENDIX 1 - DIRECTION AND CONTROL

INTRODUCTION

- A. Purpose.
This appendix provides for the effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

POLICIES

- A. If an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative head of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. This proclamation is usually prepared by Chelan County Emergency Management, and is approved and signed by the legislative heads of government as an ordinance or resolution. This proclamation is a prerequisite for state and federal assistance.
- B. The elected executive officials, department heads and other key officials may operate from the Emergency Operations Center or an alternative Command Post during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Operations Center and the elected and/or senior government officials will make the policy decisions.
- C. All emergency operations in Chelan County will be conducted utilizing the accepted concepts and principals of the Incident Command System to assure functional and cooperative management of emergency operations.
- D. Chelan County Emergency Management coordinates local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, Chelan County Emergency Management also provides the necessary liaison for state and federal assistance.

SITUATION

- A. Authority
The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from RCW 38.52 and other applicable state statutes and regulations.

CONCEPT OF OPERATIONS

- A. Legislative Authority.
1. Board of County Commissioners.
 - a. The legislative authority of Chelan County is responsible for policy actions or decisions during an emergency or disaster within Chelan County.
 - b. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.
 2. Mayors / City Councils.
 - a. The legislative authority of each city is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
 - b. In the event a majority of the City Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.
- B. Designation of Successors. Succession will occur if there is no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.
1. County Government.
 - a. If the entire Board of Commissioners is not available, then this authority is assumed in this order.
 - (1) Sheriff
 - (2) Director of Public Works
 - (3) Assessor
 - (4) Auditor
 - b. In the event no elected officials are available, emergency authority will fall to the Senior Sheriff's Office Commander.
 2. City Government. If the entire elected legislative authority body is unavailable, this authority is assumed by the available department heads, with the City Administrator acting as chair of this body.
- C. Emergency Management responsibilities of successors acting as the legislative authority.
1. Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political subdivision.
 2. Shall make only those decisions necessary to support the emergency or disaster operations.
 3. Shall commit funds to the emergency/disaster operations as provided in the Revised Code of Washington.

INCIDENT COMMAND SYSTEM (ICS)

- A. WAC 296-305-05001 Emergency fireground operations -- Structural. The fire

- department shall establish an incident command system (ICS) with written guidelines applying to all members involved in emergency operations.
- B. WAC 296-824-50010. Labor and Industries. Employers must implement and maintain an incident command system (ICS). They must make sure a single individual, acting as the incident commander (IC), is in charge of the site-specific incident command system (ICS) and acts within their designated role and training level.
- C. Incident Command System (ICS). All emergency operations in Chelan County will be conducted utilizing the accepted concepts and principals of the Incident Command System. The following outline generally describes the Chelan County Emergency Management system operational concept for direction and control during emergencies and disasters.
1. Level 1 Response – Day to day emergencies.
 - a. Command – Senior officer or Incident Commander (IC) is in charge of the incident.
 - b. Coordination – IC will coordinate all incident activities and operations.
 - c. Direction and Control – Will utilize department procedures for regular response.
 2. Level 2 Response – Usually multiple agency, jurisdiction or situation-based incidents that are of the magnitude to be potential major emergencies.
 - a. Command – Incident Commander or Unified Command will manage the incident and establish an Incident Command Organization meeting the demands of the incident.
 - b. Coordination – The Incident Command General Staff, with necessary liaisons or agency representatives, will coordinate incident activities and operations on scene and with Chelan County EM/EOC.
 - c. Direction and Control – The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction, if necessary, and other agency administrators as appropriate. This may be direct to the Incident Commander or through the Chelan County EOC if activated.
 3. Level 3 Response – Major emergency or disaster.
 - a. Command – Each Incident Commander or Unified Command, if implemented, will manage the incident(s) and establish an Incident Command Organization meeting the demands of the incident(s). The magnitude and scope of the situation may require multiple Incident Command Organizations to be established.
 4. For hazardous material incidents in Chelan County, the Washington State Patrol assumes Incident Command for all county jurisdictions. (RCW 70.136.030)
 - a. Coordination – Each Incident Command Organization, with necessary liaisons or agency representatives, will coordinate

individual incident activities and operations; and coordinate their operation with Emergency Management through the Chelan County EOC. During this level of response, resource management and the establishment of priorities is essential.

- b. Direction and Control – The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through the Chelan County EOC. Emergency actions will need to be coordinated and prioritized countywide.
5. If during an incident, fire mobilization is declared and if a Mobilization Incident Commander (MIC) is assigned to the incident, incident command may pass from the local incident commander to the MIC or Unified Command may be established. When this occurs, **a formal written delegation of authority is required.**

D. Emergency Operations Center (EOC)

1. EOC Activation. The following local government officials have the authority to activate the Emergency Operations Center:
 - a. Director of Emergency Management (Sheriff), or designee
 - b. County Commissioners.
 - c. Mayors.
 - d. City Managers.
 - e. Incident Commanders, through the Director of Emergency Management.
2. The primary EOC for Chelan County is located at 408 N. Western, Wenatchee (Fifth and Western). Any public agency's facilities and equipment may be called upon and utilized during a declared emergency.
3. The organization of the EOC and procedures for operations is established and published in a Standard Operational Procedures (SOP). Details on organization, operation and supervision are contained in the EOC SOP.
4. EOC Personnel and Staffing
 - a. The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase.
 - b. During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide personnel to support the EOC.
 - c. Persons assigned EOC duties must be prepared to respond during emergencies.
5. Equipment
 - a. VHF radios – The representatives from respective response agencies must bring hand-held radios to the EOC for communication with their agency.
 - b. Comprehensive Emergency Management Net (CEMNET) Radio.

The Washington State Emergency Management Department (EMD) operates a statewide, very high frequency (VHF) low-band radio system, as the primary backup communication link between the state EOC and local EOCs throughout the state.

- c. Amateur radios - The EOC has amateur radio capability.
 - d. The EOC has telephones (VoIP) to be used in the event the center is opened. The incoming number is (509) 667-6598. Incoming calls are automatically forwarded to two other lines should the primary number be busy. There are four outgoing telephone lines, one of which may be used as an incoming line dedicated to an incident commander.
 - e. The EOC has desktop and laptop computers available. A wireless access point has been installed. Staff members may bring additional laptop computers to the EOC.
 - f. A back up emergency generator powers a portion of the facility.
 - g. The Emergency Alert System (EAS) is located at RiverCom and can be activated by RiverCom personnel.
6. Coordination
- a. The use and allocation of resources available in the County to support an emergency operation need to be coordinated through the EOC.
 - b. Requests for State, Federal, and other out of county resources must be made through the EOC. The exception is in a fire mobilization – fire mobe follows their own chain of resource requests.
- E. Continuity of Government
- 1. Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions. (RCW 42.14.070)
 - 2. Executive heads of all departments and agencies of the county and cities should designate alternates to assure continuity of leadership and operation in the event they (the executive heads) are not available during the time of an emergency. An alternate operations office should also be designated in the event the normal office is unusable. The successors are to be made aware of their emergency responsibilities and receive appropriate training.
 - 3. All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

RESPONSIBILITIES

- A. General. Operations of the emergency management organization within Chelan County are established by the Inter-local Agreement between the County of Chelan and the Cities of Cashmere, Leavenworth, Entiat and Chelan. The City of Wenatchee has their own Emergency Management Department.

- B. Chelan County Sheriff's Office Emergency Management
 - 1. Chelan County EM has the overall responsibility for the emergency preparedness of the county and its political subdivisions, to include:
 - a. Designate a primary EOC and provide for its operational readiness.
 - b. Ensure that the County's Comprehensive Emergency Management Plan (CEMP) is maintained.
 - c. Chelan County EM has the responsibility of collecting all damage assessment estimates, making appropriate claims to the State and Federal Governments, and monitoring any grants or other assistance received by the County.
 - 2. The chief elected official of each jurisdiction is responsible for the emergency preparedness of their jurisdiction.

- C. County and City Public Works (PW) Organizations
 - 1. Each jurisdiction needs to establish an SOP for their organization's use in time of an emergency operation to include a continuity of command.
 - 2. Organize a Public Works Response Center to coordinate public works actions.
 - 3. If an emergency operation is impacting their jurisdiction they must assign a representative to the EOC.

- D. County Assessor and Building Inspectors
 - 1. These personnel will normally become involved in the later stages of the response phase or at the beginning of the recovery phase with the mission of determining the extent and cost of the damage.
 - 2. The building inspectors may be part of damage assessment teams, which will be organized by the EOC and assigned to specific areas.

- E. Volunteer Groups
 - 1. Organizations such as the American Red Cross and Salvation Army may be called upon to assist with feeding and sheltering victims.
 - 2. Groups such as radio operators and search and rescue may be called upon to assist by participating on disaster assessment teams.
 - 3. Community Emergency Response Team (CERT) members and volunteers from Chelan County Volunteer Services or Wenatchee VIPS may be called upon to assist in disaster response and recovery activities.

APPENDIX 2 - EMERGENCY PUBLIC INFORMATION

INTRODUCTION

A. Purpose

The purpose of this appendix is to provide guidelines for an efficient and coordinated continuous flow of timely information and instruction to the public using all available communications media prior to, during, and immediately following an emergency or disaster.

B. Scope

Emergency public information actions before, during and following any emergency will be determined by the severity of the emergency or potential emergency. A significant Emergency Public Information response could involve personnel from all jurisdictions, organizations, and agencies within the county.

POLICIES

A. Authorities (See Basic Plan)

B. Assignment of Responsibilities

1. An Emergency Public Information Officer and alternate are appointed by the Emergency Management Director or his designee.
2. Each response agency must appoint and train a spokesperson who will act as the Incident Commander's PIO at the scene.
3. Each of the cities within Chelan County should also have persons designated and trained as primary and alternate PIOs who could work in the EOC during the time of a declared emergency.

SITUATION

A. Emergency/Disaster Conditions and Hazards

1. A natural or technological emergency or disaster could occur at anytime within the County.

B. Assumptions

1. An event has occurred, or has been forecast as imminent, which places people and property in danger. Technologically caused events and some natural events, such as earthquakes, generally do not provide any advance warning. However, other natural disasters, such as winter storms and flooding, can generally be predicted which may allow some time for preparedness actions.
2. The event requires response and/or actions by the public in order to eliminate or reduce their exposure to the danger of the event.

CONCEPT OF OPERATIONS

A. General

1. The county and cities are responsible for providing their citizens with information on impending or existing emergencies, to include immediate protective action they should take, such as sheltering or evacuation.
2. All county agencies and jurisdictions are responsible for providing the PIO with appropriate information about the incident, and actions needed to save lives and protect property.

B. Information Support Structure

1. During a declared emergency, the PIO will work out of the County Emergency Operations Center (EOC). However, media briefings will be conducted at a designated location, away from the EOC.
2. The State EOC will normally be activated anytime a county within the state has a declared emergency. Therefore, their PIO needs to be kept informed of the situation and of any assistance that might be needed.
3. The state will coordinate with federal agencies to keep them informed of the situation, and of any assistance that might be needed from them.
4. Incident commanders may appoint a PIO and spokesperson at the incident scene. If no PIO is appointed, the IC acts as spokesperson. Close coordination between the PIO at the scene and the PIO in the EOC is necessary.
5. If an outside agency, such as FEMA, the U.S. Forest Service, an airline, etc., was to set up a public information office in Chelan County because of a major event, the County PIO would coordinate with that agency in order to help avoid conflicts in information that is being released.

C. Notification

1. Appropriate county agencies will be notified when an emergency or disaster has occurred that requires a PIO response, and be asked to keep the PIO or the EOC informed of the situation in their area of responsibility.

D. Emergency Management Activities

1. All agencies in all jurisdictions are responsible to:
 - a. Identify and train personnel to implement the public information responsibilities outlined in this appendix.
 - b. Prepare and coordinate public information resource material that might be needed by their agency during an emergency.
 - c. Participate in programs to educate the public about hazards caused by emergencies or disasters, and actions people may be asked to take to protect themselves, their property, and the environment.
 - d. Advise county agencies and jurisdictions of emergency management PIO training that is available.

- E. When the Emergency Operations Center (EOC) has been activated, the Public Information Officer (PIO), or their designee, coordinates the preparation and release of news regarding the emergency situation. It is important that all news releases and status reports be coordinated with the PIO to reduce the possibilities of conflicting information.
- F. When the EOC is activated, either the PIO or Duty Officer may designate a Media Monitor. The Media Monitor will monitor and verify the information being sent out by the media as to content and timeliness, and report this information to the PIO.
- G. A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will be located at an off-site location. Volunteers will staff telephones and coordinate media activities under the supervision of the PIO.

RESPONSIBILITIES

- A. The Director, Emergency Management (EM)
 - 1. The Emergency Management Director or his designee is responsible for appointing a PIO and ensuring that the person is trained and qualified.
 - 2. The EOC Manager and/or Incident Commander will approve all news releases prior to release. The Commissioners are to remind all County Departments of the necessity of clearing any releases to the media or public through the PIO in order to help prevent conflicting information and to assist with "rumor control". Mayors are to remind all of their City Departments of the necessity of clearing any releases to the media or public through the PIO in order to help prevent conflicting information and to assist with rumor control.
 - 3. Assists in providing the PIO with technical advice and assistance, and recommends training for that person.
 - 4. Assist the PIO in selecting alternates to serve in the EOC.
 - 5. Assists the PIO in creating checklists that may be used for all phases of the emergencies (Mitigation, Preparedness, Response, and Recovery) for which the county is vulnerable. Maintain the checklist in the EOC SOP, which is published separately.
 - 6. Maintain a media contact list, which includes addresses, phones, e-mail, and FAX numbers. Maintain this list in the EOC SOP.
- B. The Public Information Officer (PIO)
 - 1. The PIO is responsible for the preparation and release of news regarding the emergency situation. This includes material prepared on the spot, as well as the use of pre-scripted material. Pre-scripted information should be prepared for all types of hazards, which may occur in the county.
 - 2. Obtain approval from the Incident Commander, County Commissioners, or the EOC Manager, prior to issuance of a news release.

3. Get the news releases to the local media. This may be done by using faxes, phone, E-mail, scheduling and conducting briefings, or using messengers. Local media is to include the newspapers, radio stations, and TV that serve the area being impacted by the emergency or disaster. Outside media will be provided information at scheduled briefings.
 4. Plan, schedule, and coordinate briefings or news conferences for the media. Small briefings, situation reports, etc. may take place in the PIO's office. Prearranged briefings will be conducted at a site separate from the EOC.
 5. Coordinate with the State PIO, and provide the State EOC with copies of news releases issued.
 6. If a Federal Disaster Recovery Assistance Center (DRAC) is established in the county, the PIO will continue to coordinate the release of news throughout the recovery phase.
 7. Provide information concerning individual and public assistance when available. Normally, media representatives will be provided this type of information at scheduled briefings.
- D. The American Red Cross will be the agency responsible for sheltering and registering displaced persons. The Red Cross may also be coordinating volunteers who wish to assist in the response and/or the recovery efforts. The PIO needs to maintain contact with the Red Cross and coordinate information to the public about the services that are being provided.
- E. All County and City Agencies and Departments are to notify the PIO of any requests for information from any of the media, and of any material or reports they provide to the media. The purpose of this requirement is not to limit the media's access to information but to keep the PIO fully informed and assist in the efforts of "rumor control".
- F. If an evacuation of part or all of the county becomes necessary, the PIO, as with any emergency, has the primary role in disseminating instructions to the public. Special situations dealing with evacuation are found in ESF 24.

APPENDIX 3 – REFERENCES

This Plan was developed and is maintained pursuant to, but not limited to the following statutes, regulations, and existing plan documents. Each Appendix and Emergency Support Function in this Plan (ESF) may include additional references that pertain to that specific document.

GOVERNING REVISED CODES OF WASHINGTON (RCW) AND WASHINGTON ADMINISTRATIVE CODES (WAC):

Chapter 09.73 RCW, Rights of Privacy
Chapter 35A RCW, Optional Municipal Code
Chapter 38.52 RCW, Emergency Management.
Chapter 38.52.110 RCW, Use of Existing Services and Facilities
Chapter 38.54 RCW, State Fire Service Mobilization
Chapter 52.02 RCW, Fire Protection Districts
Chapter 70.102 RCW, Hazardous Substance Incidents
Chapter 70.105 RCW, Public Health and Safety
Chapter 70.136 RCW, Hazardous Materials Incidents
Chapter 118 WAC, Emergency Management
Chapter 118.04 WAC, Emergency Worker Program

OTHER GOVERNING STATUTES:

Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 920, Federal Civil Defense Act of 1950, as amended
Public Law 96-342, Improved Civil Defense 1980
Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)

PLAN REFERENCES:

Washington State Comprehensive Emergency Management Plan (CEMP), May 2002 (www.emd.wa.gov)
Washington State Fire Services Resources Mobilization Procedures, July 1995
Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, May 2001 (www.emd.wa.gov)
Department of Ecology Northwest Area Contingency Plan & Region 10 Regional Contingency Plan, 1996
U.S. Department of Energy's Hanford Emergency Response Plan, 1994

LOCAL REFERENCES:

Chelan County Code
Chelan County Interlocal Agreement

Chelan County Comprehensive Emergency Management Plan

APPENDIX 4 – DEFINITIONS

AMATEUR RADIO EMERGENCY SERVICES (ARES) - A group of licensed amateur radio operators who have voluntarily registered their services and formed an organized pool of operators to provide reliable primary or secondary communications links for governmental agencies and/or non-profit organizations when needed.

CATASTROPHE - An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources; or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP) – This plan deals with the event of an accident involving chemical weapons stored and being disposed of at Umatilla Depot in Oregon.

COLUMBIA GENERATING STATION - Nuclear power plant formerly called WNP-2 operated by Energy Northwest near the Hanford Site

COMMAND POST- A designated and visible location where the Incident Commander and/or command staff perform their functions. A stationary and identifiable area is needed so that representatives of coordinating agencies and emergency responders can find the Incident Commander.

COMPREHENSIVE EMERGENCY MANAGEMENT - see **EMERGENCY MANAGEMENT**.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) - A dedicated 2-way Very High Frequency (VHF) low-band radio system which provides direction and control capability for state and local jurisdictions for administrative use during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Department.

COMMON PROGRAM CONTROL STATION (CPCS) - A broadcasting station in a local operational area, which has special communications links with appropriate authorities (e.g. National Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

CARE CENTER - A public or private facility that is pre-designated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

DAMAGE SURVEY REPORTS (DSRs) - A description of the disaster damage caused to property of a state or local government and estimated repair costs based upon Federal Emergency Management Agency (FEMA) eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the FEMA Public Assistance Program.

DAMAGE SURVEY REPORT (DSR) TEAMS - Teams composed of federal, state and local jurisdiction experts, typically architects or engineers, who conduct detailed on-site inspections of disaster-caused damage to property of state or local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The

results are used in the preparation of DSRs, which are used in conjunction with a Presidential Disaster Declaration.

DECONTAMINATION - The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION CENTER - The site where DNR's Emergency Management Teams accomplish the duties assigned in their emergency plan. Their primary office is in Olympia.

DISASTER - An event, expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

DISASTER APPLICATION CENTER (DAC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and businesses.

DIRECT EFFECTS - The effect classified as "direct" includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

EMERGENCY - An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

EMERGENCY COORDINATION CENTER- (ECC) Used to distinguish a site from EOC. In Chelan County the ECC designation may be used for the Health District's EOC or a hospital's EOC.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the commercial broadcast system. Composed of amplitude modulation (AM), frequency modulation (FM) television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY INFORMATION SYSTEM (EIS) - An emergency planning and response software program that facilitates emergency management operations. The current software standard for the Washington State Military Department, Emergency Management Division.

EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY MEDICAL SERVICES (EMS) - A complex health care system that provides immediate, on-scene patient care to those suffering sudden illness and injury.

EMERGENCY MEDICAL TECHNICIAN (EMT) - A member of a pre-hospital emergency medical system who is trained to provide basic life support. EMTs are certified by the state. They have continuing education requirements and must be recertified every three years.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY WORKER - An "Emergency Worker" means any person who is registered with and holds an identification card issued by, the local emergency management director for the purpose of engaging in authorized emergency management activities. It is also an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENERGY NORTHWEST - A public corporation that operates a nuclear power plant on the Hanford Site in the vicinity of Richland, WA.

EVIDENCE SEARCH - An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

EXPLOSIVE ORDNANCE DISPOSAL (EOD) - The detection, identification, field evaluation, rendering-safe, and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

FEDERAL COORDINATING OFFICER (FCO) - The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - This agency was created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FIRE SERVICES DEFENSE REGIONS - There are nine regions in the state that are coordinated by the state through their Washington State Regional Fire Services Resource Mobilization Procedures.

FIRST RESPONDER - An individual who has received training in emergency care in order to provide for the patient before EMTs arrive. The level of training allows this individual to assist EMTs at the emergency scene. The qualifications for this classification are less than those required for an EMT. Recertification is required every three years.

FOOD ACCESS CONTROL POINT (FACP) - An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

FORCE ACCOUNT - The work on a grant or loan project performed more efficiently and economically by using labor, materials, or equipment of a public body or governmental entity.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capabilities of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The Emergency Operations Center is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

HANFORD SITE - A 560 square mile complex, located north of the City of Richland, Washington, which is under the direction of the U.S. Department of Energy (USDOE).

HAZARDOUS MATERIALS (HazMat) - Any substance or combination of substances which, because of quantity, concentration, physical, chemical, or infectious characteristics, may cause and/or pose a substantial present or potential hazard to people, property, or the environment. Some are classified as EXTREMELY HAZARDOUS MATERIALS which are a specific list, prepared by the Environmental Protection Agency, and are a hazard in very small amounts.

INCIDENT - An occurrence or event, either human-caused or a natural phenomena, that requires action by emergency management personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMAND SYSTEM (ICS) - This is an all-hazards, on-scene, management system of procedures for controlling personnel, facilities, equipment, and communication. It is a flexible system, designed to be implemented at the beginning of an incident, expanded as the incident and/or the response expands, and then is terminated when the response is terminated. The ICS is designed to work with all types of agencies and in all types of emergencies and disasters.

INCIDENT COMMANDER (IC) - The on-scene person who is solely responsible (within the confines of his/her authority) for establishing objectives and for the overall management strategy associated with the incident.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses: which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs. (Also see Family Grant Program below.)

INGESTION EXPOSURE PATHWAY - When human beings are exposed to radioactive or hazardous materials from a facility through consumption of water and foodstuffs, including dairy products. Emergency planning and protective actions are designed, in part, to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility. An area, fifty miles in radius, around a nuclear plant is known as the Ingestion Planning Zone (IPZ).

INTERFACE AREA - The area where residences are built in proximity to the flammable fuels naturally found in wild land areas, such as forests, prairies, hillsides, and valleys.

INTERFACE FIRE - A fire that threatens or burns the interface area affecting both wild lands and homes. Sometimes referred as INTERMIX FIRE.

JOINT FIELD OFFICE (JFO): The JFO is a temporary Federal facility established locally to coordinate operational Federal assistance activities to the affected jurisdiction(s) during an incident, ranging from accidents and natural disaster to actual

or potential attacks that are catastrophic in nature and national in their scope of consequences. The JFO is a multi-agency center that provides a central point of coordination for Federal, State, local, tribal, non-governmental, and private-sector organizations with primary responsibility for threat response and incident support and coordination. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions. The JFO accommodates all entities (or their designated representatives) essential to incident management, information-sharing, and the delivery of disaster assistance and other support.

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all-hazards incidents.

LAW ENFORCEMENT RADIO NETWORK (LERN) - A statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act (SARA), Title III legislation as the planning body for preparing local hazardous materials plans. (Also, see Title III.)

MAJOR DISASTER - As defined in federal law, is "...any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby."

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operation that occurs under the direction and control of an authorized official.

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include, but are not limited to building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and the stocking of emergency supplies.

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency's National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning

information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR) - A frequency used by “on-scene” emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communication Officers (APCO) agreement.

PARAMEDIC - An EMT who has received extensive training in advanced life support, including intravenous therapy, pharmacology, cardiac monitoring and defibrillation, advanced airway maintenance, including intubation and other advanced assessment and treatment skills. Paramedics have a continuing education requirement and must be recertified every three years.

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include, but are not limited to, continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, and emergency public information materials. Exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

PRESIDENTIAL DECLARATION - Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

PROTECTIVE ACTION DECISION (PAD) - An action or measure taken by public officials to prevent or minimize radiological or chemical exposure to people and foodstuffs. Normally a PAD is based on a PAR.

PROTECTIVE ACTION RECOMMENDATION (PAR) - A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - A group of licensed amateur radio operators who support state and local jurisdictions during federally declared emergencies or disasters.

RADIOLOGICAL MONITOR (RM) - An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

RECOVERY - The immediate objective of this activity is to return vital life support systems to minimum operating standards. The overall objective is to return all activities to normal or improved levels. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster

unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

RESPONSE - Action taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended by Public Law 100-707) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

SARA - See Title III

SEARCH AND RESCUE (SAR) - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. The terms Disaster, Urban, Wild land, or Air are often used in front of SAR to describe the SAR mission.

STAGING - An identifiable area near the incident where incoming resources can safely group in preparation for assignment. The Staging Officer will make a written list of resources (equipment, number and type of personnel) and times they arrived and are deployed. This helps provide for the safety of responders and efficiency of response, as it prevents traffic flow and access problems at the incident site, and directs the proper resources to the proper locations. The staging area and Staging Officer also take a large load off of the Incident Commander. By having incoming units report in to staging, the IC is not having to handle all the radio traffic, and is free to concentrate on size-up, development of plans and strategy, and other critical issues.

STANDARD OPERATING PROCEDURE (SOP) - These are the procedures established by individual agencies for the operations of their specific agency when encountering specific situations.

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager.

STATE FIRE DEFENSE COMMITTEE - A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Procedures, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

TABLETOP EXERCISE - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act, requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs), to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

UMATILLA DEPOT ACTIVITY (UMDA) - Also referred to as Umatilla Army Depot, Umatilla Chemical Depot. The Depot was established in 1942 for storing conventional Army ammunition, bombs, artillery shells, and land mines. Later it became one of eight sites used for also storing unitary and binary chemical weapons and agents. The chemicals are now scheduled for destruction. See Chemical Stockpile Emergency Preparedness Program.

UNIFIED COMMAND - Unified Command is structured to provide a shared authority over an incident. It is used when there are multiple agencies and/or jurisdictions involved. Within this structure each individual reports to only **one** supervisor. The need for unified command can arise at many emergency incidents, as incidents have no regard for jurisdictional boundaries. The concept of Unified Command means that all involved agencies contribute to the process of determining overall goals and objectives, joint planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

UNPROTECTED LANDS - Lands that are not protected by any fire suppression agency. There may be private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. However, this protection is for wild land and forest fires and not for protection of structures.

URBAN FIRE - Fire that is primarily within the boundaries or limits of a city or town.

WASHINGTON NUCLEAR POWER PLANT 2 (WNP2) See Energy Northwest or Columbia Generating System.

WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) - State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the State EOC.

WASHINGTON STATE PATROL - (WSP)

WILD LAND - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

WINDSHIELD SURVEY - This is a quick, cursory evaluation, usually accomplished by driving through the areas (hence the term “windshield survey”).

Refer to the Chelan County Comprehensive Emergency Management Plan, Appendix 1 – Definitions for additional definitions.

APPENDIX 5 – ADMINISTRATION

INTRODUCTION

- A. The purpose of this appendix is to provide guidance to jurisdictions, agencies, and organizations on administrative matters necessary to support emergency or disaster operations.

CONCEPT OF OPERATIONS

- A. Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.
- B. All county, city, and town services and facilities can be utilized during a declared disaster or emergency. (RCW 38.52.110)
- C. Immediate reports of damage losses, and requests for assistance, must to be sent, or called in, to Emergency Management (EM) or the Emergency Operations Center (EOC) in order for the County Commissioners to have a basis for declaring an emergency. The county needs to forward damage reports to the State EOC in order for the Governor to have a basis for declaring a state of emergency. The state needs to declare an emergency before requests for federal assistance and a Presidential Declaration can be made. **In other words, requests for assistance must start at the lowest level and work their way up. If there is a delay in requesting assistance there could also be a delay in receiving any outside assistance that might be available.**
- D. An Emergency Worker is defined in RCW 38.52.010(4) and rules and regulations concerning workers are established by RCW 38.52.310. Chapter 118.04 of the WAC covers the Emergency Worker Program in detail. It is expected that many persons will volunteer as emergency workers. Their advance registration will reduce the administration required during an actual event.
- E. Liability coverage
1. The State EOC will assign an Incident Number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered “Emergency Workers”.
 2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

- F. Replacement, repair, and restoration of damaged facilities may require environmental review or a permit prior to final project approval for state and/or federal funding. Statutes and regulations that apply include, but are not limited to the following:
1. Chapter 75.20 RCW, Construction Projects in State Waters.
 2. Chapter 76.09 RCW, Forest Practices.
 3. Chapter 86.16 RCW, Flood Plain Management.
 4. Chapter 173.14 WAC, Permits for Substantial Developments on Shorelines of the State.
 5. Chapter 197.11 WAC, State Environmental Policy Act.
 6. Chapter 75.20.100-160 RCW, Hydraulic Permit.
- G. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be exempted by the agency with jurisdiction. Details can be found in the same statutes and regulations listed in Paragraph F above.
- H. Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
- I. The state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 CFR, Section 205.16. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.
1. Federal financial assistance to the state and local political jurisdictions will be conditional on full compliance with Title 44 CFR, Part 205.
 2. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
 3. As a condition of participation in the distribution of assistance or supplies under PL 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the Administrator of FEMA and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.
 4. The provisions of Title 44 CFR, Section 205.16 concerning nondiscrimination in disaster assistance are included in this document by reference.
 5. The provisions of Chapter 49.60 RCW, "Discrimination - Human Rights

Commission,” shall be included in this document by reference.

EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. Emergency expenditures are not normally integrated into the budgeting process. However, events may occur requiring substantial and necessary unanticipated obligations and expenditures. Local jurisdictions enter into contracts and incur obligations and expenditures to combat disasters, protect the health and safety of persons and property, and provide emergency assistance to victims under provisions of RCW 38.52.070(2). The following statutes also apply:
1. Cities under 300,000 population - Chapter 35.33 RCW.
 2. Optional Municipal Code - Chapter 35A RCW.
 3. Counties - Chapter 36.40 RCW.
- B. Records will be kept in such a manner as to separately identify event related expenditures and obligations from general programs and activities of the jurisdiction, agency, or organization. Records are necessary:
1. To document requests for assistance.
 2. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
 3. For audit reports. Records need to include:
 - a. Work that is performed by force account. (Local Agency)
 - (1) Appropriate extracts from payrolls, with any cross-reference needed to locate original documents.
 - (2) A schedule of equipment used on the job.
 - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - b. There are two types of contract work:
 - (1) Time and material contracts. This type needs a schedule of equipment, labor rates, and material prices.
 - (2) Small works or advertised contracts. This type requires plan specification, engineer estimate, bid tabulations, possibly proof of advertisement, concurrence from FEMA in award, certified payrolls, and ledger of payments to contractor.
- C. Disaster-related expenditures and obligations may be reimbursed under a number of federal and state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- D. Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

PLAN CHANGES, MAINTENANCE, AND REVIEW PROCESS

- A. Proposed changes to this plan will be accepted at anytime, especially after a major emergency, disaster, exercise or anytime a key element changes.
- B. Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the Record of Revisions form.
- C. The normal review period will be every four years. It is the intent to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually. It is the responsibility of the EM Assistant Director to schedule and coordinate the reviews and to publish any changes that may be necessary.
- D. Changes to the Appendices and Emergency Support Functions (ESFs) will be coordinated with the agencies and organization impacted by the particular Appendix or ESF.
- E. The Basic Plan, and any changes to it, will be coordinated by Chelan County Emergency Management.

APPENDIX 6 - PLAN MAINTENANCE

INTRODUCTION

- A. Purpose
To maintain an effective and current Comprehensive Emergency Management Plan (CEMP) and supporting procedures.
- B. Scope
This appendix defines the basic guidelines necessary to maintain an effective and updated Basic Plan, Emergency Support Functions and procedures to support the Plan and Emergency Support Functions (ESF).

POLICIES

- A. This Comprehensive Emergency Management Plan is required by law and is the basis for an integrated system of Emergency Management in Chelan County, in accordance with the requirements of Chapter 38.52 Revised Code of Washington and Washington Administrative Code 118.
- B. The Plan, at a minimum, will be reviewed on a four-year cycle or in compliance with future applicable regulations.
- C. The Plan and procedures will also be reviewed after any Emergency Management exercises and actual occurrences that implement portions of the Plan.

SITUATION

- A. This Plan is the documentation of the planning process and as such needs to be a product of that process. It is essential this be accomplished with the input and cooperation of all participants.
- B. Local agency and organization actions support the overall emergency management function in the County. The operating procedures of those agencies and organizations, when coordinated and integrated into the CEMP form the backbone of the operational concept of the Emergency Management Organization.
- C. It is the intent to review and update supporting documents and attachments to the Plan, that contain personnel, phone numbers and other like information, on an annual basis.

CONCEPT OF OPERATIONS

- A. Chelan County Emergency Management will review the entire Plan on a four year cycle, with a general review of one-fourth of the plan annually.
- B. Changes resulting from exercise or actual occurrences should be accomplished at the earliest opportunity.
- C. As revisions, updates and changes are adopted, Emergency Management will make the necessary changes in the Plan. Annually or at other times as appropriate, Emergency Management will distribute the changes to all holders of the Plan.
- D. Emergency Management will maintain the record of changes for the Plan.

RESPONSIBILITIES

- A. Chelan County Commissioners and Mayors:
 - 1. Support and participate in the review, updates and revisions of this Plan.
- B. Chelan County Department of Emergency Management.
 - 1. The Emergency Management Director or his designee will develop a working schedule to assure the Plan is maintained and that over a four-year period the entire Plan will be reviewed and updated, as necessary.
 - 2. Coordinate the critiques and reviews of exercises and actual events to address specific functional elements of the Plan, and make necessary and appropriate revisions.
 - 3. Assist local agencies and organizations in the development and maintenance of their emergency management agency procedures.
- C. Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions:
 - 1. Develop and maintain the necessary guidelines to accomplish accepted responsibilities as outlined in the Plan.
 - 2. Coordinate with Emergency Management in the development, review and maintenance of the ESFs that contain agency responsibilities.